STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

Larry Hogan, Governor - Boyd Rutherford, Lt. Governor - Van Mitchell, Secretary

Memorandum

To: DDA Licensed Service Providers
        DDA Coordination of Community Services Providers
        Fiscal Management Service Providers
        Support Brokers

From: Bernard Simons, Deputy Secretary, DDA

CC: DDA Headquarters and Regional Offices

Date: April 22, 2015

Re: Waiver Transition Guideline # 5
        Supported Employment, Employment Discovery and Customization,
        Community Learning Services and Day Habilitation - Services, Volunteering, and
        Regulations

THIS LETTER IS AVAILABLE IN ACCESSIBLE FORMATS. TO REQUEST
ANOTHER FORMAT, PLEASE CONTACT HELPDESK.DDA@MARYLAND.GOV.

Waiver participants can receive a combination of Supported Employment (SE), Employment
Discovery and Customization (ED&C), Community Learning Services (CLS), and Day
Habilitation (Day) services to meet their needs. Services must occur on different days, be
indicated in the Individual Plan (IP), and billed under appropriate Medicaid billing codes.

For example, a participant may be working in a competitive job Monday, Wednesday, and
Friday at a pet store and volunteer Tuesday and Thursday at a local pet shelter. This person
may seek assistance via SE services Monday, Wednesday, and Friday and CLS Tuesday and
Thursday.

The following transition activities are needed for individuals currently receiving various SE,
ED&C, CLS, and Day services that are not appropriate aligned with the each of the relevant
service definitions, identified uniquely in the IP, or billed under the corresponding Medicaid
reimbursement code. For the example noted above, transition activities are needed if the IP
reflects only one service such as SE when two are actually provided.

Transition Roadmap

PHASE 1 – PCIS2 Updates		
Entity	Action	Timeline
DDA Operations Unit	1- Edit PCIS2 to add CLS and ED&C to authorized services drop down menu. 2- Develop and test new billing template for services.	January – April 2015
DDA Fiscal Unit	Develop guidance and webinar on new billing for service providers.	June 2015
Service Providers	Participate in webinar on new billing for service providers.	June 2015
DDA and Service Providers	Implementation of process	July 2015
PHASE 2 – Service Funding Plans - Beginning April 2015		
Entity	Action	Timeline
Person-Centered Planning Teams	1- Review individual's employment goals and share information so they can make an informed choice of support services. (Note: Acceptable outcome of the assessment may include retirement or inability to work at the present time.) 2- Review current authorized services for compliance with scope of service definition.	During quarterly monitoring
DDA Service Providers	Complete Service Funding Plan to align and reflect actual service delivery including addition of new waiver service and reduction of current service. Forward SFP to coordinator of community services for inclusion with Request For Service Change (RFSC).	Within 30 business days of identification
Coordinator of Community Services	Complete and submit a RFSC to reflect individual's choice and appropriately align funded service with waiver service definition. Note "Service Alignment" on the top right hand corner of the RFSC form to expedite review.	Within 10 business days of receipt of SFP
DDA Regional Office	Review and process RFSC and SFP.	As per SFP policy
Service Providers	Beginning recording service delivery in new billing templates based on approval from the Regional Office.	July 2015

VOLUNTEERING

Individuals volunteering in their communities have been supported by providers funded under Supported Employment (SE) services. A per federal rules, volunteering is not within the scope of SE services as noted in the Center for Medicare and Medicaid Services (CMS) informational bulletin on September 16, 2011. Supports for waiver participants who choose to volunteer shall be funded under Community Learning Services (CLS) or Day Habilitation Services as noted in the approved Community Pathways Waiver.

Services should be constructed in a manner that reflects individual choices, goals related to employment and volunteering, and ensures provision of services in the most integrated setting appropriate. An Individual Plan (IP) may include a mix of Day Habilitation, Employment Discovery and Customization, CLS, and SE. As part of the annual IP process, an assessment of the individual's employment goals and barriers to employment should be conducted. Acceptable outcome of the assessment may include retirement or inability to work at the present time.

In order to transition from SE to CLS or Day Habilitation services for individuals that choose to volunteer, a Request for Service Change (RFSC) and Service Funding Plan (SFP) is needed. In addition, the Provider Consumer Information System (PCIS2) will need to be modified to capture service delivery and billing for CLS. Currently within PCIS2, CLS is reimbursed under either Day Habilitation or SE.

The following transition activities are needed for individuals who choose to volunteer in order to ensure that the services they are receiving align with CMS regulations and are appropriately identified in the IP.

Transition Roadmap

PHASE 1 – PCIS2 Updates		
Entity	Action	Timeline
DDA Operations Unit	1- Edit PCIS2 to add CLS to authorized services drop down menu. 2- Develop and test new billing template for services.	January - April 2015
DDA Fiscal Unit	Develop guidance and webinar on new billing for service providers.	June 2015
Service Providers	Participate in webinar on new billing for service providers.	June 2015
DDA and Service Providers	Implementation of process	July 2015

PHASE 2 – Service Funding Plans - Beginning April 2015		
Entity	Action	Timeline
Person-Centered Planning Teams	1- Review individual's employment goals and share information so they can make an informed choice of support services. (Note: Acceptable outcome of the assessment may include retirement or inability to work at the present time.) 2- Review current authorized services for compliance with scope of service definition.	During quarterly monitoring
DDA Service Providers	Complete Service Funding Plan to align and reflect CLS service delivery and reduction of current service. Forward SFP to coordinator of community services for inclusion with Request For Service Change (RFSC).	Within 30 business days of identification

PHASE 2 – Service Funding Plans – *continued*		
Entity	Action	Timeline
Coordinator of Community Services	Complete and submit a RFSC to reflect individual's choice and appropriately align funded service with waiver service definition.	Within 10 business days of receipt of SFP
DDA Regional Office	Review and process RFSC and SFP.	As per SFP policy
Service Providers	Beginning recording service delivery in new billing templates following approval from the Regional Office.	July 2015

EMPLOYMENT DISCOVERY AND CUSTOMIZATION AND COMMUNITY LEARNING SERVICES REGULATIONS

The Developmental Disabilities Administration (DDA) has also partnered with the Employment First workgroup for the development of DDA regulations under COMAR 10.22 for Employment Discovery and Customization (ED&C) and Community Learning Services (CLS). Service scope and limitations noted in the approved waiver are being incorporated into the waiver regulations under COMAR 10.09.26.

The following actions are needed to establish regulations for ED&C and CLS as noted in the approved Community Pathways Waiver.

Transition Roadmap

Entity	Action	Timeline
Medicaid	Update current waiver regulations.	November 2014
Employment First Workgroup	Draft regulations for new COMAR 10.22 chapters for ED&C and CLS.	November 2014
DDA	Review and process regulations for promulgation.	June 2015
Service Providers	Submit comments on regulations when posted.	As posted in the Maryland Register

The approved Community Pathways Waiver can be accessed via the DDA website at
http://dda.dhmh.maryland.gov/SitePages/community%20pathways.aspx.

Please send transition specific questions to communitypathways@maryland.gov.